

## **NOTICE OF MEETING**

### **LONG BEACH CIVIL SERVICE COMMISSION**

**THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, NOVEMBER 4, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7<sup>TH</sup> FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.**

## **A G E N D A**

1. **MINUTES** – Regular Meeting of October 28, 2009
2. **REQUEST FOR SELECTIVE CERTIFICATION** – Recreation Assistant
  - a. Communication from Phil T. Hester, Director of Parks, Recreation and Marine
  - b. Staff report prepared by Deborah McCluster, Personnel Analyst
3. **PROTEST OF COMPUTER SKILLS EXAMINATION** – Control Center Operator
  - a. Communication from Gwendolyn Wright
  - b. Staff report prepared by Rob Pfingsthorn, Personnel Analyst
4. **PROTEST OF COMPUTER SKILLS EXAMINATION** – Control Center Operator
  - a. Communication from Robert Miller
  - b. Staff report prepared by Rob Pfingsthorn, Personnel Analyst
5. **REQUEST TO PARTICIPATE IN EXAMINATION PROCESS** – Assistant Administrative Analyst
  - a. Communication from Monte Beard Sr.
  - b. Staff report prepared by Caprice McDonald, Personnel Analyst
6. **BULLETINS**  
Control Center Operator  
Principal Construction Inspector
7. **EXAMINATION RESULTS**  
Ambulance Operator  
Civil Engineering Associate  
Geographic Information Systems Analyst
8. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**  
Capital Projects Coordinator  
Civil Engineering Assistant (11/12/08, 05/20/09)  
Clerk Typist  
Geographic Information Systems Technician (05/13/09, 05/27/09)  
Office Automation Analyst  
Office Systems Analyst  
Refuse Operator (**1 month**)
9. **TRANSFER** – Geraldine Alejo/Administrative Analyst III/Financial Management to  
Administrative Analyst III/Community Development

10. **CANCELLATION OF CSC MEETING OF NOVEMBER 25, 2009, DUE TO LACK OF A QUORUM**
11. **MANAGERS' REPORT**
12. **NEW BUSINESS**
13. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

**NO HEARING**

**THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.**

**"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".**

**LONG BEACH CIVIL SERVICE COMMISSION**  
**MARY ISLAS, PRESIDENT**  
**October 28, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, October 28, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

**MEMBER EXCUSED:**

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Melinda George, Deputy Director  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Robert Pfingsthorn, Personnel Analyst  
Mary Eme, Personnel Analyst, Human Resources

**President Mary Islas presided.**

**MINUTES:** It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of October 21, 2009, be approved as amended. The motion carried by a unanimous roll call vote.

**PROTEST OF WRITTEN EXAMINATION ITEMS:**

**AMBULANCE OPERATOR**

The Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst regarding the protested question from the Ambulance Operator examination, which was administered on October 17 & 21, 2009. Mr. Pfingsthorn briefed the Commission regarding this protest. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried to approve the recommended disposition of the protested item. The motion carried by a unanimous roll call vote.

**BULLETIN:**

**ENVIRONMENTAL SPECIALIST ASSISTANT**

It was moved by Commissioner Haubert, seconded by Commissioner Saafir and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

**EXAMINATION RESULTS:****AMBULANCE OPERATOR**

The Secretary requested that this item be held over for one week. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to hold this item over for one week. The motion carried by a unanimous roll call vote.

**EXTENSION OF EXPIRING  
ELIGIBLE LISTS:**

It was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Geologist  
Park Ranger (11/05/08)  
Police Recruit  
Public Health Nutritionist (11/05/08, 11/19/08, 05/27/09)  
Special Services Officer  
Water Treatment Operator (05/06/09, 05/20/09)

**RETIREMENT:****JAMES WATSON JR./BATTALION CHIEF/FIRE  
DEPARTMENT**

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the subject retirement be received and filed. The motion carried by a unanimous roll call vote.

The Secretary commended Mr. Watson for his outstanding service to the City.

President Islas presented a Certificate of Appreciation to James Watson Jr., Battalion Chief, Long Beach Fire Department, in recognition of 30 years of dedicated service to the City and citizens of Long Beach. Mike Garcia, Deputy Chief from his department was present and spoke on his behalf.

**RESIGNATIONS:**

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Frederick Herman/Public Health Physician/Health &  
Human Services  
Shayne Skove/Firefighter/Fire Department  
Cynthia Toyoshima/Microbiologist III/Health & Human  
Services

**TRANSFER:**

**MOONJOO WON/COMMUNITY DEVELOPMENT  
ANALYST III/COMMUNITY DEVELOPMENT TO  
COMMUNITY DEVELOPMENT ANALYST  
III/DEVELOPMENT SERVICES**

It was moved by Commissioner Saafir, seconded by  
Commissioner Karatsu and carried that the subject transfer  
between departments be approved. The motion carried by  
a unanimous roll call vote.

**MANAGERS' REPORT:**

Melinda George, Deputy Director, informed the  
Commission that most of staff was attending a mandatory  
Sexual Harassment Training this morning. She presented  
Salvador Ambriz, Personnel Analyst, with his 15-year  
service pen. She also thanked Sal and staff for completing  
the bilingual assessments for the Customer Service  
Representative and Recreation Assistant examinations.

The Secretary informed the Commission that Diane  
Dzodin, Administrative Officer, was attending an  
Emergency Preparedness Training, as the department's  
representative.

**COMMENTS FROM PUBLIC:**

Stacey Lewis, Assistant Director of Human Resources,  
Harbor Department, thanked Battalion Chief James  
Watson for the excellent job he did in providing service to  
the City & citizens of Long Beach.

**ADJOURNMENT:**

There being no further business before the Commission,  
President Islas adjourned the meeting.



MARIO R. BEAS  
Secretary

MRB:meh



# CITY OF LONG BEACH Agenda Item No. 1

DEPARTMENT OF PARKS, RECREATION & MARINE

2760 N. Studebaker Road, Long Beach, CA 90815-1697

(562) 570-3100 • FAX (562) 570-3109

www.lbparks.org

November 4, 2009

Civil Service Commission  
333 West Ocean Boulevard  
Long Beach, CA 90802

## HONORABLE COMMISSIONERS:

The Department of Parks, Recreation and Marine is requesting your approval for Selective Certification. Requisition 09-29 has been submitted to fill a Recreation Assistant position in the Department's Aquatics Program. In addition to the minimum qualifications, this position requires an individual that is experienced in the various aquatics programs and services provided to the public. Due to the unique nature of this position, it is not practical to place a Recreation Assistant in this aquatics position without the additional skills and abilities.

This request is in accordance with Section 28 of the Civil Service Rules and Regulations. Please feel free to contact Kenneth Campbell at 8-3188 if you or your staff have any questions regarding this request.


Sincerely,

A handwritten signature in black ink, appearing to read "Phil T. Hester".

Phil T. Hester,  
Director of Parks, Recreation and Marine

PTH:KC

cc: Sherri Nixon-Joiner, Manager – Community Recreation Services

1 **DATE:** November 4, 2009  
2 **TO:** Civil Service Commission  
3 **FROM:**  Deborah W. McCluster, Personnel Analyst  
4 **SUBJECT: REQUEST FOR SELECTIVE CERTIFICATION – RECREATION**  
5 **ASSISTANT**

6 Correspondence has been received from Phil T. Hester, Director of Parks, Recreation,  
7 and Marine requesting Civil Service Commission authorization for the selective  
8 certification of Recreation Assistant candidates who possess aquatic skills and abilities.  
9 Staff has reviewed this request and recommends Commission approval in accordance  
10 with Article IV, Section 28 of the Civil Service Rules and Regulations.  
11

12 **Facts for Consideration:**

- 13 • Requisition #09-29 for one Recreation Assistant vacancy in the Community  
14 Recreation Services Bureau of the Department of Parks, Recreation, and Marine has  
15 been received and is on file in the Civil Service Department.
- 16 • The classification of Recreation Assistant includes duties related to general  
17 recreation programs as well as specialized programs such as the aquatics program.  
18 Due to the unique nature of this particular position, it is not feasible to place a  
19 Recreation Assistant in this position who does not possess Instructor certifications in  
20 Lifeguarding, Title 22 First Aid for Public Safety Personnel, and U.S. Merchant  
21 Marine Officer License for Sailing Aquatic Programs.
- 22 • Selective Certification of the Recreation Assistant eligible list will allow the  
23 Department of Parks, Recreation, and Marine to fill the vacancy with individuals who  
24 possess the necessary aquatic experience, and certifications to fill the position,  
25 thereby enabling the Department to continue meeting the needs of the City's  
Community Recreation Programs.

- The current Recreation Assistant eligible list was established on July 15, 2009. Candidates who possess the skills and abilities for aquatics have already been identified as part of the Civil Service selection process. The Commission's approval of the selection certification of the Recreation Assistant eligible list will allow those candidates meeting the desirable criteria to be certified in band order to the Department of Parks, Recreation and Marine.

A representative from the Department of Parks, Recreation, and Marine will be present to respond any questions from the Civil Service Commission.

**DWM**

REQUEST FOR SELECTIVE CERTIFICATION (Rec Asst, 11-4-09)



TO: CIVIL SERVICE COMMISSION

RE: JOB CODE NAN-#025, COMMAND CENTER OPERATOR

GOOD MORNING MY NAME IS GWENDOLYN WRIGHT, I AM CURRENTLY HOLDING A PROVISIONAL APPOINTMENT FOR THE COMMAND CENTER OPERATOR POSITION, AND I AM DOING VERY WELL, I HAVE BEEN TRAINED FOR 10-MONTHS ON ALL THE DIFFERENT SYSTEMS. SUCH AS THE VTS VESSEL TRACKING SYSTEM, SKYLINE PIMS MESSAGE SYSTEM, LENAIR CARD READER SYSTEM, NEXTIVA CAMERA MONITORING SYSTEM AND 911 DISPATCH TRAINING SCHOOL WITH FULL SUCCESS. THE PORT OF LONG BEACH HAS SPENT A LOT OF MONEY ON ME AND THESE TRAINING OBJECTIVES.

I DON'T FEEL THE TEST THAT WAS GIVEN ALLOWED ME TO DEMONSTRATE MY ABILITIES AS WELL AS I COULD HAVE, DUE TO THE STRUCTURE OF THE TEST. FOLLOWING THE TEST PROMPTERS ADVICE TO SKIP QUESTIONS, AND NOT EXPLAINING THAT I WOULD NOT BE ABLE TO FIX THOSE ANSWERS LATER

WITH AN HOUR LEFT ON THE CLOCK FOR THE TESTING PROCESS THAT I COULD HAVE USED TO REVIEW MY ANSWERS, AND NOT BEING ABLE TO, I FEEL I WAS COERCED, MANIPULATED, CHEATED AND DEFEATED IN PURSUING MY GOALS OF BECOMING A COMMAND CENTER OPERATOR FOR THE PORT OF LONG BEACH. I HAVE BEEN IN THIS POSITION FOR MONTHS, AND I DON'T FEEL GOOD ABOUT THIS TEST AND THE WAY THAT IT WAS ADMINISTERED I FEEL THAT THERE WERE TOO MANY LOOPHOLES NOT ADDRESSED, AND I AM ASKING FOR SOME KIND OF RESOLUTION TO THIS PROBLEM

*Gwendolyn Wright*

GWENDOLYN WRIGHT

PORT OF LONG BEACH HARBOR PATROL

(562) 590-4185

CELL (562) 719-6918

1 **DATE:** November 4, 2009  
2 **TO:** Civil Service Commission  
3 **FROM:** <sup>FFP</sup> Robert Pfingsthorn, Personnel Analyst  
4 **SUBJECT: PROTEST OF EXAMINATION, CONTROL CENTER OPERATOR**  
5 **COMPUTER SKILLS EXAMINATION – GWENDOLYN WRIGHT**

6 The Civil Service Commission approved the results of the examination for Control  
7 Center Operator on October 7, 2009. On October 22, 2009, correspondence was  
8 received from Ms. Gwendolyn Wright, a current provisional Control Center Operator in  
9 the Harbor Department. Ms. Wright was a candidate in the recent Control Center  
10 Operator examination and did not qualify on the final phase, computer skills  
11 examination. As a result of a follow up telephone call with Ms. Wright, she is  
12 requesting a re-administration of her computer skills examination.

13  
14 Facts for Consideration:

- 15 • The examination for Control Center Operator was recruited as an open-competitive  
16 opportunity to all individuals meeting the stated minimum qualifications. The  
17 examination process consisted of a video-based, job simulation test weighted 60%,  
18 and a computer skills test weighted 40%. Of the 410 that applied, seventy-seven  
19 candidates were placed on the eligible list. Eight candidates did not achieve a  
20 qualifying score on the computer skills test.
- 21 • As prescribed in Section 20 of the Civil Service Rules and Regulations and Civil  
22 Service Commission Policy 1.71, a two business day protest period was in effect  
23 Tuesday, September 29, 2009 through Wednesday, September 30, 2009 following  
24 the conclusion of the last day of computer skills testing on Monday, October 28,  
25 2009. During this period a candidate could submit a written protest to the Executive

1 Director against the actual conduct of the examination. The Civil Service  
2 Department did not receive any communications from candidates during the protest  
3 period.

- 4 • On October 19, 2009, Staff mailed Ms. Wright a letter informing her that she did not  
5 receive a qualifying score on the computer skills test. On October 22, 2009, a letter  
6 to the Commission from Ms. Wright was received in the Civil Service Department.
- 7 • According to the Commission's Rules and Regulations Section 20 and Policy 1.71,  
8 Ms. Wright's letter falls outside of what may be considered a formal protest of an  
9 examination process based on Ms. Wright's letter not being received during the  
10 formal protest period.

11  
12 Staff offers the following additional information regarding the Control Center Operator  
13 computer skills testing process:

- 14 • The computer skills test phase of the examination was conducted at the Harbor  
15 Department Administration Building computer lab between the dates of September  
16 10 to September 28, 2009. The test is conducted on a personal computer using the  
17 CritiCall pre-employment testing software developed by Biddle Consulting Group,  
18 Inc.
- 19 • At the examination, written instructions were distributed to the candidates and  
20 then read aloud. In the instructions, candidates were informed that they will  
21 move through each of the test modules automatically without any prompting  
22 from the test proctor. After the instructions are read aloud, it is announced:  
23 "Are there any questions before we start?" After all questions are answered,  
24 the candidate clicks on the Begin Testing Session button to begin the test.  
25 Once the candidate has completed all of the assigned modules, the test is

1 finished.

- 2 • Ms. Wright progressed through each of the sample tests and assigned modules  
3 from beginning to completion. The CritiCall testing program was completed  
4 correctly and the program was able to assign Ms. Wright a final score based on her  
5 performance.
- 6 • In her letter, Ms. Wright states that she was, " ... following the test prompters  
7 advice to skip questions, and not explaining that I would not be able to fix those  
8 answers later." Nowhere in the test instructions is the candidate advised to skip  
9 questions.
- 10 • In response to not being able to go back to completed items, this is in fact, a correct  
11 function of the CritiCall testing program. As noted, candidates progress through  
12 each of the assigned modules. The first three modules are timed; the last three are  
13 not. Upon completing an item within the assigned module, the program moves the  
14 candidate onto the next item, and then, unto the next module when the current  
15 module is completed. Unlike a conventional, paper, written examination, where  
16 candidates have the ability to go back to review any desired item, within the allowed  
17 time constraint, the CritiCall testing program is designed to move candidates  
18 through the computerized test in an environment that simulates a public safety  
19 dispatching system. Going back to previously completed items and/or modules is  
20 simply not possible with the CritiCall testing program; nor is it the designed intent of  
21 the testing structure.

22 Recommendation:

23 It is unfortunate that Ms. Wright did not achieve a qualifying score on the computer  
24 skills test of the Control Center Operator examination; however, in light of the fact that,

25 1) Ms. Wright did not file a protest until after receiving her examination results, and

1 accordingly, 2) her appeal is outside of the prescribed protest period, and 3) there is no  
2 finding of misconduct or mismanagement of the computer skills testing process, Staff  
3 recommends denial of Ms. Wright's appeal for reasons 1), 2) and 3).  
4

5 Ms. Wright has been contacted and advised that her appeal will be reviewed by the  
6 Civil Service Commission at today's regular meeting.

7 **RFP**

8 PROTEST OF EXAMINATION (WRIGHT, CONTROL CENTER OPERATOR, 11-4-09).DOC  
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# City of Long Beach Employment Opportunity

## CONTROL CENTER OPERATOR

Job Number: 99

### SALARY RANGE:

Grades I-III     \$1,521.76 to \$2,401.84 Biweekly  
                         \$3,308.00 to \$5,222.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m., February 27, 2009 through April 24, 2009. Completed applications and supplemental applications must be received in the Civil Service Department by 4:30 p.m., April 24, 2009. Postmarks will not be accepted. Online applications are encouraged.**

### REQUIREMENTS TO FILE:

One-year of full-time (equivalent) paid experience involving technology-based security systems and customer service.

Ability to: communicate in English quickly, clearly and effectively using telephone, radio and computer-assisted dispatch systems, as well as in face-to-face communication; use a personal computer, including the knowledge of computer applications such as Microsoft Office or other related software; maintain detailed security system logs and records; prepare clear, accurate reports; understand and follow oral instructions and written policies, procedures and protocols.

Ability to: complete the Port Security Training Program within the first six months of probationary employment; pass a thorough background investigation and polygraph examination conducted by the Long Beach Police Department. The investigation will cover information regarding relatives, references, acquaintances, educational background, residential history, employment history, criminal history, military service records, financial status, legal history, drug use and related areas. Must be willing to work any shift assignment, holidays, weekends and overtime as required (Control Center Operators work an 8-hour shift.)

**DESIRABLE QUALIFICATIONS:** Knowledge of: computer applications related to security monitoring/control and data acquisitions systems; methods and operating procedures used in a nautical, air, or land based security system and/or command and control center; state and federal laws, port policies, regulations, rules and procedures regarding command and control center operations and port-wide security; 9-code and 10-code radio communication terminology. Work experience providing radio dispatch to public safety officials.

**EXAMPLES OF DUTIES:** (For a more detailed description of the classification specification for this position please visit the Job Opportunities page on our website at: [www.longbeach.gov/civilservice](http://www.longbeach.gov/civilservice), or call (562) 570-6202.)

Under general supervision, operates in the Harbor Department Security Command and Control Center; performs security system surveillance, detection and alarm system monitoring and radio dispatching for the Harbor Patrol; operates and monitors a computerized, integrated system of surveillance cameras, closed-circuit TVs, detection system, alarm systems, on-line data and tracking systems, and other systems of the domain awareness security infrastructure throughout the Port of Long Beach; monitors Port access control systems to maintain authorized access to secure areas by the public, employees or tenants of the Port; deploys emergency personnel to investigate and resolve incidents; responds to calls requesting Harbor Patrol services and dispatches field units through coded radio messages and a computer assisted dispatch system; logs and documents all calls requesting service/assistance, emergency response incidents, and general activity including radio transmissions; may act in a lead or supervisory capacity; may assist in training of other operators; performs other related duties as required.

### EXAMINATION WEIGHTS:

- Application and Supplemental Application..... Qualifying
- Video-Based, Job Simulation Test..... 60%
- Computer Skills Test..... 40%

A minimum rating of 70 must be attained in each part of the examination in order to pass. Certification by score bands will be considered based on an analysis of test results. This is a continuous examination. Applicants may take the exam only once during a four month period.

**Applications received by March 13, 2009 will be considered for the first testing session. If you have not received notification of the disposition of your application by May 16, 2009, contact the Civil Service Department at (562) 570-6202.**

This information is available in an alternative format by request to (562) 570-6202.

JOB 99-09 NF4AN-09

RFP CONTROL CENTER OPERATOR BULLETIN 2009.DOC

2/25/09

### Apply to:

**City of Long Beach  
Civil Service Commission**  
333 W. Ocean Blvd., 7th Floor  
Long Beach, CA 90802  
Phone: (562) 570-6202

### Apply online: [www.longbeach.gov/civilservice](http://www.longbeach.gov/civilservice)

**For recorded announcement of other jobs available,**

Call (562) 570-6201  
TDD (562) 570-6638 (for hearing impaired)  
An Equal Opportunity Employer



If a special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

TO: Long Beach Civil Service Commission

RE: Command Center Operator Test for the Port of Long Beach

RECEIVED  
2009 OCT 22 PM 1:43  
CIVIL SERVICE DEPT.

Recently I took a two part Civil Service test for the position of Command Center Operator for the port of Long Beach. I was dismayed to find out that I failed the second part of the test, after passing the first part.

I feel that the test was patently unfair to me in two different ways.

1. I was unable to go back and check my answers. Once the answers were entered, they were locked in and unchangeable.
2. I wear hearing aids in both ears. The particular headphones that I was furnished for the test caused my hearing aids to continually squeal, and made it virtually impossible to hear what was being broadcast on the computer. In frustration, I finally removed my hearing aids to stop the squealing. That was partially successful. As you are aware, the test had three sections to it. When the second section started, the volume dropped significantly, causing me to guess at what have might been said. Just as a matter of interest, I do have a set of USB headphones on my home computer that should make it much easier to hear, without experiencing the squealing that I had to endure.

If possible, I would like the chance to retake the test using my personal headphones.

Thank You For Your Consideration

  
Robert Miller

Port of Long Beach Harbor Patrol

1249 Pier F Ave, Long Beach, CA 90802

(562) 590-4185 work phone

(949) 510-3611 cell phone

1 **DATE:** November 4, 2009  
2 **TO:** Civil Service Commission  
3 **FROM:** RFP Robert Pfingsthorn, Personnel Analyst  
4 **SUBJECT: PROTEST OF EXAMINATION, CONTROL CENTER OPERATOR**  
5 **COMPUTER SKILLS EXAMINATION – ROBERT MILLER**

6 The Civil Service Commission approved the results of the examination for Control  
7 Center Operator on October 7, 2009. On October 22, 2009, correspondence was  
8 received from Mr. Robert Miller, a current provisional Control Center Operator in the  
9 Harbor Department. Mr. Miller was a candidate in the recent Control Center Operator  
10 examination and did not qualify on the final phase, the computer skills examination.  
11 Mr. Miller is requesting a re-administration of his computer skills examination.

12  
13 Facts for Consideration:

- 14 • The examination for Control Center Operator was recruited as an open-competitive  
15 opportunity to all individuals meeting the stated minimum qualifications. The  
16 examination process consisted of a video-based, job simulation test weighted 60%,  
17 and a computer skills test weighted 40%. Of the 410 that applied, seventy-seven  
18 candidates were placed on the eligible list. Eight candidates did not achieve a  
19 qualifying score on the computer skills test.
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21 Service Commission Policy 1.71, a two business day protest period was in effect  
22 Tuesday, September 29, 2009 through Wednesday, September 30, 2009 following  
23 the conclusion of the last day of computer skills testing on Monday, October 28,  
24 2009. During this period a candidate could submit a written protest to the Executive  
25 Director against the actual conduct of the examination. The Civil Service



1 Department did not receive any communications from candidates during the protest  
2 period.

- 3 • On October 19, 2009, Staff mailed Mr. Miller a letter informing him that he did not  
4 receive a qualifying score on the computer skills test. On October 22, 2009, a letter  
5 to the Commission from Mr. Miller was received in the Civil Service Department  
6 office; wherein he is requesting a re-administration of his computer skills test.
- 7 • According to the Commission's Rules and Regulations Section 20 and Policy 1.71,  
8 Mr. Miller's letter falls outside of what may be considered a formal protest of an  
9 examination process based on Mr. Miller's letter not being received during the  
10 formal protest period.

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20 read aloud. In the instructions, candidates were informed that they will move  
21 through each of the test modules automatically without any prompting from the test  
22 proctor. Once the candidate has completed all of the assigned modules, the test is  
23 finished.
- 24 • Mr. Miller progressed through each of the sample tests and assigned modules from  
25 beginning to completion. The CritiCall testing program was completed correctly and

1 the program was able to assign Mr. Miller a final score based on his performance.

- 2 • In his letter, Mr. Miller states that he was unable to go back and check his answers.  
3 This is in fact, a correct function of the CritiCall testing program. As noted,  
4 candidates progress through each of the assigned modules. The first three  
5 modules are timed; the last three are not. Upon completing an item within the  
6 assigned module, the program moves the candidate onto the next item, and then,  
7 unto the next module when the current module is completed. Unlike a conventional,  
8 paper, written examination, where candidates have the ability to go back to review  
9 any desired item, within the allowed time constraint, the CritiCall testing program is  
10 designed to move candidates through the computerized test in an environment that  
11 simulates a public safety dispatching system. Going back to previously completed  
12 items and/or modules is simply not possible with the CritiCall testing program; nor is  
13 it the designed intent of the testing structure.
- 14 • At the conclusion of his test, Mr. Miller informed Staff of an issue he experienced  
15 with his hearing aid. Staff noted his remark and thanked him for his attendance.  
16 Mr. Miller did not ask about re-testing or inquire about protesting his exam.
- 17 • However, upon receiving his score, in his correspondence of October 22, 2009, Mr.  
18 Miller's contends that the headphones provided caused his hearing aids to  
19 "continually squeal". Staff was unaware of a technical issue that may have caused  
20 the condition that Mr. Miller claims and Mr. Miller did not bring this issue to Staff's  
21 attention at a time staff could have attempted to resolve any problem. All  
22 headphones used during the testing process were in good operational order. Mr.  
23 Miller's same workstation and headphones were also used in a testing session prior  
24 to his scheduled testing time that morning, and later that day. In the written and  
25 oral instructions to the candidates, candidates were allowed to acquaint themselves

1 with their headset and adjust the positioning to their liking. The volume control  
2 switch on the cable of the headset was also demonstrated. Candidates were  
3 instructed to inform the proctor if they had any difficulty hearing the audio after the  
4 audio instructions were given for the first test. Candidates were instructed to not  
5 move on to the actual test until satisfied with the audio level. Mr. Miller did not  
6 inform staff of any issue until the entire exam was complete.

- 7 • Civil Service staff attempts to accommodate all requests for special  
8 accommodations, as noted on all job opportunity bulletins, including Control Center  
9 Operator. Although Mr. Miller did not request an accommodation within two-  
10 business days, staff is always willing to consider the need for an accommodation  
11 when requested. Had an accommodation request been made, Staff would have  
12 worked with Mr. Miller and Biddle Consulting Group, Inc., to evaluate the situation  
13 and provide a reasonable testing accommodation, if at all possible.

14  
15 Recommendation:

16 It is unfortunate that Mr. Miller did not achieve a qualifying score on the computer skills  
17 test of the Control Center Operator examination; however, in light of the fact that, 1)  
18 Mr. Miller did not file a protest until after receiving his examination results, and  
19 accordingly, 2) his appeal is outside of the prescribed protest period, and 3) there is no  
20 finding of misconduct or mismanagement of the computer skills testing process, Staff  
21 recommends denial of Mr. Miller's appeal for reasons 1), 2) and 3).

22  
23 Mr. Miller has been contacted and advised that his appeal will be reviewed by the Civil  
24 Service Commission at today's regular meeting.

25 RFP



# City of Long Beach Employment Opportunity

## CONTROL CENTER OPERATOR

Job Number: 99

### SALARY RANGE:

Grades I-III     \$1,521.76 to \$2,401.84 Biweekly  
                         \$3,308.00 to \$5,222.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m., February 27, 2009 through April 24, 2009. Completed applications and supplemental applications must be received in the Civil Service Department by 4:30 p.m., April 24, 2009. Postmarks will not be accepted. Online applications are encouraged.**

### REQUIREMENTS TO FILE:

One-year of full-time (equivalent) paid experience involving technology-based security systems and customer service.

Ability to: communicate in English quickly, clearly and effectively using telephone, radio and computer-assisted dispatch systems, as well as in face-to-face communication; use a personal computer, including the knowledge of computer applications such as Microsoft Office or other related software; maintain detailed security system logs and records; prepare clear, accurate reports; understand and follow oral instructions and written policies, procedures and protocols.

Ability to: complete the Port Security Training Program within the first six months of probationary employment; pass a thorough background investigation and polygraph examination conducted by the Long Beach Police Department. The investigation will cover information regarding relatives, references, acquaintances, educational background, residential history, employment history, criminal history, military service records, financial status, legal history, drug use and related areas. Must be willing to work any shift assignment, holidays, weekends and overtime as required (Control Center Operators work an 8-hour shift.)

**DESIRABLE QUALIFICATIONS:** Knowledge of: computer applications related to security monitoring/control and data acquisitions systems; methods and operating procedures used in a nautical, air, or land based security system and/or command and control center; state and federal laws, port policies, regulations, rules and procedures regarding command and control center operations and port-wide security; 9-code and 10-code radio communication terminology. Work experience providing radio dispatch to public safety officials.

**EXAMPLES OF DUTIES:** (For a more detailed description of the classification specification for this position please visit the Job Opportunities page on our website at: [www.longbeach.gov/civilservice](http://www.longbeach.gov/civilservice), or call (562) 570-6202.)

Under general supervision, operates in the Harbor Department Security Command and Control Center; performs security system surveillance, detection and alarm system monitoring and radio dispatching for the Harbor Patrol; operates and monitors a computerized, integrated system of surveillance cameras, closed-circuit TVs, detection system, alarm systems, on-line data and tracking systems, and other systems of the domain awareness security infrastructure throughout the Port of Long Beach; monitors Port access control systems to maintain authorized access to secure areas by the public, employees or tenants of the Port; deploys emergency personnel to investigate and resolve incidents; responds to calls requesting Harbor Patrol services and dispatches field units through coded radio messages and a computer assisted dispatch system; logs and documents all calls requesting service/assistance, emergency response incidents, and general activity including radio transmissions; may act in a lead or supervisory capacity; may assist in training of other operators; performs other related duties as required.

### EXAMINATION WEIGHTS:

- Application and Supplemental Application..... Qualifying
- Video-Based, Job Simulation Test..... 60%
- Computer Skills Test..... 40%

A minimum rating of 70 must be attained in each part of the examination in order to pass. Certification by score bands will be considered based on an analysis of test results. This is a continuous examination. Applicants may take the exam only once during a four month period.

**Applications received by March 13, 2009 will be considered for the first testing session. If you have not received notification of the disposition of your application by May 16, 2009, contact the Civil Service Department at (562) 570-6202.**

This information is available in an alternative format by request to (562) 570-6202.

JOB 99-09 NF4AN-09

RFP CONTROL CENTER OPERATOR BULLETIN 2009.DOC

2/25/09

### Apply to:

**City of Long Beach  
Civil Service Commission**  
333 W. Ocean Blvd., 7th Floor  
Long Beach, CA 90802  
Phone: (562) 570-6202

### Apply online: [www.longbeach.gov/civilservice](http://www.longbeach.gov/civilservice)

**For recorded announcement of other jobs available,**

Call (562) 570-6201  
TDD (562) 570-6638 (for hearing impaired)  
An Equal Opportunity Employer



If a special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

October 29, 2009

Agenda Item No. **5**

Long Beach Civil Service Commission  
333 W. Ocean Blvd. 7<sup>th</sup> Floor  
Long Beach, CA 90802

Assistant Administrative Analyst I-II for City Employees only

Application was rejected because I did not submit proof of my College degrees, with my on-line submission.

Hello, my name is Monte B. Beard, Sr., and I have been a City employee for 29 years. During this time of employment, I went back to school and have earned a Bachelor of Science degree in Business & Management, graduating in August 2004. After receiving my degree, I had brought both degrees to Civil Service to be recorded as part of my permanent personnel record. When I applied on-line for the Assistant Administrative Analyst in 2006, I did not need to supply proofs. When I applied on-line for Customer Service Supervisor I in 2007 - I did not need to supply proofs. A cursory review of my City file could substantiate any needed proof, as this exam was for City Employees only. However, in my case, it was not done. Attached is a copy of my Human Resources Management System HR-2 form that **lists** my degrees. I would like to be included in this opportunity to take the Assistant Administrative Analyst I-II exam and further my career objectives.

Thank You for your consideration,

*Monte B. Beard, Sr.*

Monte B. Beard, Sr.,  
75 Bay Shore Avenue  
Long Beach, CA 90803

Attachment (1) Human Resources Management System HR-2 form

CIVIL SERVICE DEPT.

2009 OCT 29 PM 1:59

RECEIVED

1 **DATE:** November 4, 2009  
2 **TO:** Civil Service Commission  
3 **FROM:** Caprice McDonald, <sup>CM</sup> Personnel Analyst  
4 **SUBJECT: REQUEST TO PARTICIPATE IN ASSISTANT ADMINISTRATIVE**  
5 **ANALYST EXAMINATION PROCESS – MONTE BEARD, SR.**

6 Correspondence has been received from Mr. Monte Beard, Sr. requesting the Civil  
7 Service Commission's approval to participate in the Assistant Administrative Analyst  
8 examination process. Mr. Beard was not accepted into the examination due to lack of  
9 proof of education being received by the filing deadline. The facts are presented below  
10 for your consideration.

11  
12 Facts for Consideration:

13 As background, on September 30, 2009, the Civil Service Commission approved the  
14 job opportunity bulletin for Assistant Administrative Analyst (AAA). The opportunity  
15 was posted beginning October 2 through October 16, 2009 with all required proofs due  
16 October 21, 2009.

17  
18 On October 16, 2009, 1:13 p.m., Mr. Beard applied on-line for the AAA examination. At  
19 that time, Mr. Beard received an automated confirmation that his application was  
20 accepted along with a reminder message: "*Your application has been received and*  
21 *forwarded to our staff for review. Applications will not be processed until all required*  
22 *proofs are received. Any required proofs, such as certificates, diplomas, licenses, or*  
23 *transcripts, must be received in the Civil Service Department within 5 calendar days*  
24 *after the last day to obtain applications or by the specified date given on the specified*  
25 *job posting.*"

1 On October 27, 2009, candidates were notified by mail of their dispositions.  
2 Candidates were either notified of their scheduled test appointments or the reason  
3 their applications were not accepted. Mr. Beard was sent notification that his  
4 application was not accepted into the examination process due to insufficient proof of  
5 education.

6  
7 On October 29, 2009, after receiving the notification, Mr. Beard came to the Civil  
8 Service Department stating that he had previously turned in his degree to the Civil  
9 Service Department to be included in his personnel file and thereby believed he had  
10 satisfied the proof requirement for the AAA exam. Mr. Beard also informed staff that  
11 he did not include documentation of his education with his AAA application in 2007 but  
12 was still accepted into that process. After a review of Mr. Beard's previous AAA  
13 application packet, it was found that Mr. Beard had, in fact, submitted transcripts with  
14 his completed 2007 application.

15  
16 Civil Service staff is not responsible for reviewing applicants' personnel files for an  
17 open-competitive examination or for attaching any documentation to an applicant's  
18 record. It is the responsibility of applicants to ensure that their applications and  
19 supplemental applications, including any required proofs are complete and received in  
20 the Civil Service Department by the posted filing deadlines. If Mr. Beard had  
21 requested a copy of any previously submitted documentation, if available, it would  
22 have been provided to him. It is not unusual for applicants to request copies of  
23 documentation submitted with prior applications. For this current AAA process, several  
24 candidates contacted the Civil Service staff to obtain previously submitted documents.

1 A total of 107 applications were filed and 39 were not accepted into the examination  
2 process. Of that number, in addition to Mr. Beard, there were a total of 7 applications  
3 that were not accepted due to insufficient proof of education, two (2) of which were  
4 submitted after the filing deadline.

5  
6 The job opportunity bulletin clearly stated in bold print that "*Applications will not be*  
7 *processed until all required proofs are received. Any required proofs, such as*  
8 *certificates, diplomas, licenses, or transcripts, must be received in the Civil Service*  
9 *Department by 11:59 p.m., October 21, 2009. Documents may be received in person,*  
10 *via email [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov) or fax to (562) 570-5293.*"

11  
12 Both Article II, Section 6 (1) of the Civil Service Rules and Regulations and Policy 1.05  
13 of the Civil Service Commission Policies and Procedures, regarding late applications,  
14 clearly states that the Commission may refuse to examine, or after an examination  
15 may remove from any eligible list, disqualify, and/or refuse to certify any person who  
16 fails to submit a completed application and/or related supplemental documents to the  
17 Civil Service office on or before an examination announcement's established closing  
18 date.

19  
20 In summary, although Mr. Beard does possess a bachelor's degree and had submitted  
21 this information with prior applications, he did not submit the required documentation  
22 for the current examination process. Therefore, staff recommends denial of this  
23 request. Mr. Beard has been informed that this request is on today's agenda. If the  
24 Commission approves this request, he can be accommodated at the written  
25 examination, scheduled for Thursday, November 5, 2009.

SR11.04.09 BEARD





# Employment Opportunity

## ASSISTANT ADMINISTRATIVE ANALYST

Job Number: 02

### SALARY RANGE:

Grades I - II: \$1,477.44 to \$2,401.84 Biweekly  
\$3,212.00 to \$5,222.00 Monthly

Applications Available: 7:30 a.m. to 4:30 p.m.,  
October 2, 2009 through October 16, 2009.  
Completed applications and supplemental applications  
must be received in the Civil Service Department by  
4:30 p.m., October 16, 2009. Postmarks will not be  
accepted. Online applications are encouraged.

### REQUIREMENTS TO FILE: Open to current City of Long Beach Employees.

A Bachelor's degree from an accredited four-year college or university (proof required)\*. Technical and professional experience (including experience as an Administrative Aide with the City of Long Beach) that offers specific and substantial preparation for the duties of the position may be substituted for the required education (proof required)\* on a year-for-year basis.

**Ability to:** effectively communicate both orally and in writing; comprehend complex written information; research, organize and analyze data from a variety of sources; develop conclusions and make practicable recommendations based upon evaluation of facts; effectively work with others; exercise initiative to complete assigned tasks in a timely fashion; perform budgetary computations; plan and organize work effectively; and to apply the principles of mathematics.

**Knowledge of:** personal computers and applications such as Microsoft Office or other related software.

Overtime, weekend and/or holiday hours may be required for some positions. Positions in the Police Department require the ability to pass a thorough background investigation.

A valid motor vehicle operator's license may be required at time of appointment. If required, a current DMV driving record must be submitted to the hiring department at the time of selection interview.

**DESIRABLE QUALIFICATIONS:** Bilingual language skills (English/Spanish and/or English/Southeast Asian) are desirable for some positions.

\*Applications will not be processed until all required proofs are received. Any required proofs, such as certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by 11:59 p.m., October 21, 2009. Documents may be received in person, via email [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov) or fax to (562) 570-5293.

**EXAMPLES OF DUTIES:** Under supervision, gathers data used in administrative, fiscal, or personnel activities and services; assists in the preparation and control of the annual budget; performs preliminary research, investigations, and studies; develops preliminary interpretations and makes recommendations for improvement in services delivery and the attainment of departmental goals; analyzes documents for compliance with rules, regulations and procedures; assists in the revision of administrative and personnel systems and procedures; communicates with individuals and organizations both within/outside the City; reviews statistical data; utilizes personal computers and prepares and presents oral and written reports; assists in the various aspects of contract administration; participates in personnel-related activities; performs other related duties as required.

### EXAMINATION WEIGHTS:

Application and Supplemental Application.....	Qualifying
Written Examination.....	40%
Writing Skills Evaluation.....	20%
Appraisal Interview.....	40%

(The appraisal interview may include a job-related simulation exercise.)

A minimum rating of 70 must be attained in each part of the examination. Certification by score bands will be considered based on an analysis of test results. This examination will be conducted using the continuous examination procedure. The resulting eligible list will remain in effect for at least six months.

The written examination will be scheduled shortly after close of filing. If you have not received notification by October 30, 2009, contact the Civil Service Department at (562) 570-6202 or email at [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov).

This information is available in an alternative format by request at (562) 570-6202. AAA/E03AN-10 J.O.B. 02-10 CM 9/30/09

### Apply to:

City of Long Beach  
Civil Service Commission  
333 W. Ocean Blvd., 7th Floor  
Long Beach, CA 90802  
Phone: (562) 570-6202

### Apply online: [www.longbeach.gov/civilservice](http://www.longbeach.gov/civilservice)

For recorded announcement of other jobs available,  
Call (562) 570-6201  
TDD (562) 570-6638 (for hearing impaired)  
An Equal Opportunity Employer



If a special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

# CONTROL CENTER OPERATOR

Job Number: 12

## SALARY RANGE:

Grades I-III      \$1,521.76 to \$2,401.84 Biweekly  
                         \$3,308.00 to \$5,222.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m., November 6, 2009 through November 20, 2009. Completed applications and supplemental applications must be received in the Civil Service Department by 4:30 p.m., November 20 2009. Postmarks will not be accepted. Online applications are encouraged.**

## REQUIREMENTS TO FILE:

One-year of full-time (equivalent) paid experience involving technology-based security systems and customer service.

Ability to: communicate in English quickly, clearly and effectively using telephone, radio and computer-assisted dispatch systems, as well as in face-to-face communication; use a personal computer, including the knowledge of computer applications such as Microsoft Office or other related software; maintain detailed security system logs and records; prepare clear, accurate reports; understand and follow oral instructions and written policies, procedures and protocols.

Ability to: complete the Port Security Training Program within the first six months of probationary employment; pass a thorough background investigation and polygraph examination conducted by the Long Beach Police Department. The investigation will cover information regarding relatives, references, acquaintances, educational background, residential history, employment history, criminal history, military service records, financial status, legal history, drug use and related areas. Must be willing to work any shift assignment, holidays, weekends and overtime as required (Control Center Operators work an 8-hour shift.)

**DESIRABLE QUALIFICATIONS:** Knowledge of: computer applications related to security monitoring/control and data acquisitions systems; methods and operating procedures used in a nautical, air, or land based security system and/or command and control center; state and federal laws, port policies, regulations, rules and procedures regarding command and control center operations and port-wide security; 9-code and 10-code radio communication terminology. Work experience providing radio dispatch to public safety officials.

**EXAMPLES OF DUTIES:** (For a more detailed description of the classification specification for this position please visit the Job Opportunities page on our website at: [www.longbeach.gov/civilservice](http://www.longbeach.gov/civilservice), or call (562) 570-6202.)

Under general supervision, operates in the Harbor Department Security Command and Control Center; performs security system surveillance, detection and alarm system monitoring and radio dispatching for the Harbor Patrol; operates and monitors a computerized, integrated system of surveillance cameras, closed-circuit TVs, detection system, alarm systems, on-line data and tracking systems, and other systems of the domain awareness security infrastructure throughout the Port of Long Beach; monitors Port access control systems to maintain authorized access to secure areas by the public, employees or tenants of the Port; deploys emergency personnel to investigate and resolve incidents; responds to calls requesting Harbor Patrol services and dispatches field units through coded radio messages and a computer assisted dispatch system; logs and documents all calls requesting service/assistance, emergency response incidents, and general activity including radio transmissions; may act in a lead or supervisory capacity; may assist in training of other operators; performs other related duties as required.

## EXAMINATION WEIGHTS:

- Application and Supplemental Application.....Qualifying
- Video-Based, Job Simulation Test ..... 60%
- Computer Skills Test ..... 40%

A minimum rating of 70 must be attained in each part of the examination in order to pass. Certification by score bands will be considered based on an analysis of test results. This is a continuous examination. Applicants may take the exam only once during a four month period.

The video-based, job simulation test is tentatively scheduled for December 15-16, 2009. If you have not received notification of the disposition of your application by December 10, 2009, contact the Civil Service Department at (562) 570-6202 or by email at [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov).

This information is available in an alternative format by request to (562) 570-6202.

# PRINCIPAL CONSTRUCTION INSPECTOR

Job Number: 08

**SALARY RANGE:** \$2,404.96 to \$3,270.40 Biweekly  
\$5,229.00 to \$7,110.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m., November 6, 2009 through November 20, 2009. Completed applications and supplemental application must be received in the Civil Service Department by 4:30 p.m., November 20, 2009. Postmarks will not be accepted. Online applications are encouraged.**

**REQUIREMENTS TO FILE:** Open to current City employees who have served a total of four (4) or more years in the classification of Construction Inspector with the City of Long Beach, supervising the construction of and/or performing the inspection of major public works, port-related, or utility-related projects which required a good knowledge of contract administration and compliance.

Ability to supervise and monitor the work of Construction Inspectors, contractors and related personnel.

Ability to effectively communicate both orally and in writing.

Willingness to work weekends, holidays, and irregular hours as necessary.

Proof of a valid motor vehicle operator's license, including a current DMV driving record, is required at time of appointment and must be presented at the time of the selection interview.

Positions in the Gas and Oil Department also require five years of experience working with natural gas pipelines, Code of Federal Regulations Part 192 Operator Qualification and compliance with the Anti Drug and Alcohol Misuse Prevention Program as required by the Department of Transportation.

**DESIRABLE QUALIFICATIONS:** Registration as an ICBO certified Deputy Inspector with the City of Long Beach in the fields of pile driving, reinforced concrete, prestressed concrete, masonry, structural steel and/or welding; education from an accredited college or university with major coursework in construction technology, civil engineering or a closely-related field; computer skills in the areas of word processing, spreadsheet applications, and construction management software programs; State of California Water Distribution Operator certificate; California Water Environmental Association certificate; and certification as a Certified Pipeline Welding Inspector or equivalent.

**EXAMPLES OF DUTIES:** Under direction, assists a Chief Construction Inspector, Division Engineer or Bureau Manager in the performance of his/her duties as a first-line supervisor of engineering construction activities in the City's public works or utilities programs; assigns, trains, supervises and evaluates subordinate personnel; assists with contract administration and compliance; approves final inspections and recommends acceptance of completed projects as having been constructed in accordance with plans, contracts and specifications; assists in the formulation and estimation of change orders; recommends that progress and final payments be made to contractors; assists in drafting specifications and expediting construction work; acts as a lead inspector or as liaison between field Construction Inspectors, contractors, and the Chief Construction Inspector, Division Engineer or Bureau Manager; assists with preparation of project budgets; ensures proper maintenance of such records as may be required by city policy and funding agencies; acts on behalf of the Chief Construction Inspector Division, Engineer or Bureau Manager; during his/her absence; may direct construction-related office engineering services; may oversee public works permit issuance; may review both City and private contractor plans relating to construction within the public right-of-way; may supervise CIP bidding processes; may assure compliance with federal Department of Transportation regulations as they apply to natural gas pipelines; and performs other related duties as required.

## EXAMINATION WEIGHTS:

Application.....	Qualifying
Appraisal Interview.....	100%

Seniority Credit in accordance with Article III, Section 14 of the Civil Service Rules and Regulations, will be added to the final examination scores of those who qualify. For examination purposes, Seniority Credit will be based upon whole years of classified service completed by the close of filing.

**The appraisal interview will be scheduled shortly after the close of filing. If you have not received notification by November 25, 2009 contact the Civil Service Department at (562) 570-6202 or by email at [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov).**

This information is available in an alternative format by request at (562) 570-6202.